

## **POSITION VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NO:** 09/2014  
**OPENING DATE:** 03/28/2014  
**CLOSING DATE:** 04/18/2014  
**POSITION TITLE** Accountant, FSN-9\* (Full Performance Level)  
**WHO MAY APPLY:** ALL HOST COUNTRY NATIONALS  
**OFFICE:** USAID/Central Asian Republics (USAID/CAR), Almaty, Kazakhstan

**MAJOR DUTIES:** Under the direct supervision of the Supervisory Accountant, the incumbent has the duties and responsibilities that included but are not limited to:

**1) Accounting:** a) maintains financial and accounting management systems, ensuring completeness, integrity and validity of the data entered; b) prepares and maintains supporting documents, subsidiary ledgers, and cuff-records to support all financial transactions; c) determines funding source and posts financial transactions from a wide variety of obligating documents, and payment and collection reports, etc.; d) pre-audits financial data for USAID program grants and contracts; e) determines the validity of potential obligations in accordance with USG, USAID and serviced agencies regulations, policies and practices; f) prepares adjustment/correction documents, as necessary, to correct posting and appropriation errors and keeps appropriation accounts balanced and reconciled.

**2) Budgeting, Analysis and Reporting:** a) participates in development and monitoring of budget execution for various available funding sources; b) captures and consolidates budgetary information i.e. estimates administrative support costs, capital expenditures and other regular and special expenses; c) periodically updates information and analyzes actual expenses versus budgeted amounts; d) reconciles amounts posted with the reported ones by appropriation, budget plan code and obligation; identifies non-posted amounts and verifies appropriations charged; e) periodically reviews and analyzes unliquidated obligations and initiates de-obligation process; f) regularly reviews and monitors travel related obligations; g) complies variety of periodic accounting reports for submission as necessary; h) performs other duties as assigned.

### **MINIMUM QUALIFICATIONS/SELECTION CRITERIA:**

**- Education, skills and experience (60%):** A university degree in accounting, finance, public/business administration or its equivalent. Minimum four years of progressively responsible experience in professional accounting, auditing, banking or other related sphere. Minimum two years of experience with U.S. Government agency or international organization. A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology. A sound knowledge of computer software (e.g. MS Office applications, specialized programs, etc.) and electronic information handling.

**\* Full performance level (FSN-9):** Advanced knowledge and thorough understanding of USG/USAID funding and accounting policies and procedures (e.g. appropriation and allowance accounting procedures for U. S. Government activities, etc). Demonstrated proficiency with USG/USAID accounting and financial applications, including Phoenix and Phoenix Viewer, etc. Minimum one year of experience with the USAID financial administration, accounting, financial reviews, audit management, accrual development, as well as internal administrative processes.

**- Teamwork/Interpersonal and Communication Skills (30%):** Excellent communication (both oral and written) and interpersonal skills. Candidate must be highly organized, be strongly customer service oriented, and able to work under pressure.

**- Language skills (10%):** Level IV (Fluent – Oral and Written) English and Russian.

**TO APPLY:** The successful applicant must fully meet the minimum qualification requirements.

Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. \* Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634; E-mail: [almaexo\\_hr@usaid.gov](mailto:almaexo_hr@usaid.gov) by COB Friday, April 18, 2014. A copy of the Position Description is available in EXO/Personnel (ext 6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.

**\* Hiring grade will be commensurate with qualifications and experience in accordance with Mission Order 495-2 Procedures for the Establishment and Recruitment of Career Ladder FSNPSC Positions.**